



Managerial Selection Process

EXECUTIVE SELECTION SERVICES

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

CLASSIFICATION:	STAFF SERVICES MANAGER III
POSITION TITLE:	ASSISTANT DIVISION CHIEF, MATERIAL MANAGEMENT AND ACQUISITION
DIVISION:	MAINTENANCE
LOCATION:	HEADQUARTERS - SACRAMENTO
SALARY:	\$7,897 - \$8,966
FINAL FILING DATE:	APRIL 11, 2019

RESPONSIBILITIES

Under the leadership of the Chief, Division of Maintenance, the incumbent provides leadership responsibilities for planning, organizing, and directing staff activities related to the development, implementation, and management of the Sacramento Headquarters Warehouse and the Office of Management Systems and Studies. The incumbent is responsible for the development and implementation of a coordinated statewide operating system among all departmental warehouse locations and provides oversight of Caltrans' asset management and inventory tracking system, the Integrated Maintenance Management System (IMMS). In addition, the incumbent establishes and executes new statewide policy and facilitates an efficient and effective operating system, ensuring proper resources are available and accessible for the safety and protection of Caltrans' most valuable resource: state personnel.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

Or III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

Or IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In

appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

STATEMENT OF QUALIFICATIONS

A Statement of Qualifications (SOQ) is required and must be submitted along with your State application. The SOQ is a discussion of how an applicant's education and experience meet the evaluation criteria below and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing. You must include specific examples addressing each of the evaluation criteria listed below. Resumes, letters, and other materials **will not** be considered as your response to the SOQ.

1. Demonstrated experience representing Caltrans in public forums and/or with executive management.
2. Demonstrated ability to develop and implement organizational improvements or innovations.
3. Demonstrated ability to manage and organize the work of a large organization by setting performance measures to ensure accountability.
4. Demonstrated knowledge of federal and state regulations that apply to and impact Caltrans' work and mission, goals, programs, and policies.
5. Demonstrated knowledge and experience in developing and sustaining cooperative working relationships with internal and external departments.

SOQ Instructions:

- Must not exceed two (2) pages in length
- Must be written in no less than 12 point font
- Each evaluation criteria must be addressed separately and in order

EXAMINATION INFORMATION

This process provides for examination and job-selection specific to each position and consistent with the knowledge, skills, and abilities of the classification. All applicants must meet the minimum requirement for this examination by the final filing date.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate.

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments. Candidates will be notified in writing of their examination results.

Click on the link below to review the California State Personnel Board class specification which contains the requirements for admittance to the examination:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/4800.aspx>

FILING INSTRUCTIONS

1. Complete a signed State application (STD. 678) and identify **MSP Number: 19MSP08**
2. Complete the Statement of Qualifications (SOQ)
3. Submit the State application and SOQ to:

Department of Transportation
ATTN: Leslie Mazzeo (19MSP08)
1727 30th Street, MS-86
Sacramento, CA 95816

The State application must be received or postmarked by the final file date of **April 11 2019**. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Interagency mail received after this date will NOT be accepted.

Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Executive Selection Services, 1727 30th Street, MS-86, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.